

DOI Work Activity 2H: Ensure Compliance and Manage Assets - Mineral Revenues

Program Area:	Resource Use – Energy and Indian Trust
End Outcome Goal:	UEO 1 - ENERGY and SEO 3
Intermediate Outcome Strategy:	UIO 1.3 – Optimize Value through Effective Lease & Permit Management (73% of cost); SIO 3.3 – Improve Management of Land and Natural Resource Assets (27% of cost)
DOI Sub process:	4b - Conduct inspections

Examples/Notes: This activity applies only to MMS

Work Activity Description: All costs associated with ensuring leasable mineral revenues (rents, bonuses and royalties), whether received through in-kind or in-value royalties, are accurately reported and paid in accordance with the terms of the lease. Integral to this process is the asset analysis decision to take royalties in kind or in value, and implementation of royalty-in-kind if determined advantageous to the government. Costs for this activity include surface commingling and measurement applications and production volume verifications.

Output: Properties Reviewed for Compliance	Unit of Measure: Number of Properties reviewed for compliance
Inputs: Royalty, rent, and bonus payments and reports from companies; Production information from BLM onshore and MMS offshore program; Market, valuation, and transportation information from a variety of sources.	Cost Drivers: Receipt of Federal and Indian mineral revenues and reports.

System Interfaces:

DOI Program Area Contact: Jan Therkildsen (MMS)

DOI Work Activity 4C: Construct Water Conveyance Facilities

Program Area:	Construction
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for utilities construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails construction of new or expanded facilities (such as, but not limited to, water conveyances, water diversions, rural water projects, etc. and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct water conveyance facilities. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Constructed water conveyance facilities	Unit of Measure: Number of water conveyance facilities constructed
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 4D: Maintain Roads

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable, except SEO 4
Intermediate Outcome Strategy:	All strategies where applicable, except SIO 4.1 – 4.5
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation (without expansion or change of function):** Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

This activity **does not include maintenance of tribal roads**, which is covered under DOI work activity V3.

Note: This activity is used for roads maintenance related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan, except the Intermediate Outcome Strategies under SEO 4: "Advance Quality Communities for Tribes and Alaska Natives.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing roads and associated appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair roads and associated appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Miles of road on which maintenance was actually performed	Unit of Measure: Number of miles of road receiving maintenance during the reporting period
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM).

DOI Work Activity 4K: Construct Buildings

Program Area:	Construction
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for other structures/non-buildings construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails construction of new or expanded buildings (such as, but not limited to, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct buildings. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Square footage of area constructed.	Unit of Measure: Number of square feet of area constructed during the reporting period.
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 4M: Maintain Water Conveyance Facilities

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for water conveyance facility maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.


Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing facilities (such as, but not limited to, water conveyances, water diversions, rural water projects, etc. and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair water conveyance facilities. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Water conveyance facilities for which maintenance was performed.	Unit of Measure: Number of water conveyance facilities actually maintained.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 4N: Construct Dams/Water Storage Facilities

Program Area:	Construction
End Outcome Goal:	All goals where applicable 
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a **new** facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for dams and water storage facilities construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails construction of new or expanded dams and water storage facilities and necessary appurtenances, and the use of a Facilities Maintenance Management Systems (FMMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct dams, water storage facilities and necessary appurtenances. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Dams/Water Storage Facilities constructed.	Unit of Measure: Number of Dams/Water Storage Facilities Constructed. Count the number of projects completed or project phases completed in the reporting period, where distinct and separate phases of the project can be identified and counted
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM), Kerry Whitford (BOR)

DOI Work Activity 4Q: Inventory DOI Facilities and Assess Facility Conditions

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: Periodic inspection by qualified personnel to fully determine and document the condition of a facility or item of equipment and identify maintenance needs. Includes all costs associated with the inventory of and investigations that evaluate the status and condition (comprehensive condition assessments) of DOI facilities requiring maintenance, through use of maintenance management systems, customer and third party identification of needs. This activity includes all costs associated or related to collection, analysis, management, and distribution of data; interpretation, synthesis, transfer of knowledge, decision making, and technical assistance, and preparing national hazard-classified and other safety reports.

Note: This activity is used for facilities inventory and assessment activities related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails performing inspections to determine structural integrity and functionality of facilities, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work to be performed. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, inspections, equipment rental, and contract supervision

Output: Completed Condition Assessment Reports.	Unit of Measure: Number of Condition Assessment Reports completed.
Inputs: Prioritized inventory of DOI facilities, data from maintenance management systems, condition assessment, job plan, time (people), contracts, and materials needed for above activities.	Cost Drivers: Policies, regulations, requests, catastrophic events, and condition assessments; identified maintenance requirements, geographic/site conditions.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle

DOI Work Activity 4W: Maintain Grounds

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation (without expansion or change of function):** Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for grounds maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan. Does not include costs related to buildings, roads, campgrounds, or other structures found in the same site.

Work Activity Description: Includes all costs associated with performing maintenance or deferred maintenance on open areas on lands owned by DOI, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. Examples include lawns surrounding visitor centers, playing fields, and driveways. Costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections and facility reviews, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Acres maintained.	Unit of Measure: Number of acres maintained.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM), Michael Brown (NPS)

DOI Work Activity 4X: Manage and Operate Grounds

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: Does not include costs related to buildings, roads, campgrounds, or other structures found in the same site. This activity is used for grounds management and operations work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: Work associated with mowing, cleaning, gardening, and otherwise caring for open areas on lands owned by DOI. Examples include lawns surrounding visitor centers, playing fields, and driveways. These costs will be considered regular and periodic costs to operate the grounds, and **do not** include annual or deferred maintenance covered under DOI activity **Maintain Grounds (4W)**.

Output: Acres of sites managed and operated..	Unit of Measure: Number of acres managed/operated.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM), Michael Brown (NPS)

DOI Work Activity 4Y: Construct Grounds

Program Area:	Construction
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a **new** facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for grounds construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan. This activity does not include costs related to buildings, roads, campgrounds, or other structures found in the same site.

Work Activity Description: Work performed to create new grounds, or expand existing grounds on lands owned by DOI. This is beyond the scope of maintenance, which is intended to guarantee or extend the life of grounds originally constructed. Includes activities such as clearing, plowing, hauling, planting, and paving. This activity includes the use of a Facilities Maintenance Management Systems (FMMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. Costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Acres constructed.	Unit of Measure: Number of acres constructed.
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM), Kerry Whitford (BOR)

DOI Work Activity 5A: Maintain Dams/Water Storage Facilities

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation (without expansion or change of function):** Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for dams and water storage facilities maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: Includes all costs associated with performing maintenance or deferred maintenance on dams/water storage facilities and necessary appurtenances including associated fish and wildlife facilities, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair dams/water storage facilities and necessary appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections and facility reviews, corrective actions in response to facility audits, equipment rental, and contract supervision.

<p>Output: Water storage capacity maintained.</p>	<p>Unit of Measure: Number of acre-feet maintained. Includes only dams/water storage facilities where DOI expends costs. “Dam/Reservoir Capacity” = Active capacity extends from the top of the dead and inactive pools to the top of the Active, Joint Use, and Exclusive Flood Control Pools</p>
<p>Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.</p>	<p>Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.</p>

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM), Kerry Whitford (BOR)

DOI Work Activity 5B: Maintain Utilities

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
 - **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.
2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be preformed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
 - **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
 - **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for utilities maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing utilities (such as, but not limited to, exterior; gas, water, sewer and power lines and necessary appurtenances) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to maintain and repair utilities and necessary appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Utility system receiving maintenance	Unit of Measure: Number of utility systems receiving maintenance during the reporting period.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5C: Maintain Buildings

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
 - **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.
2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:
 - **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
 - **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
 - **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
 - **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for building maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan. Code maintenance work here that does not support other building types for which there is a separate DOI work activity, e.g. dams, water conveyance facilities, utilities, etc.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing buildings (such as, but not limited to, office buildings, warehouse facilities, fire facilities, etc.) and the use of a Facilities Maintenance Management Systems (FMMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair buildings. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Square footage of area receiving maintenance	Unit of Measure: Number of square feet of area receiving maintenance.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5E: Construct Utilities

Program Area:	Construction
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for utilities construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails construction of new or expanded utilities, (such as, but not limited to, exterior; gas, water, sewer and power lines) and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct utilities. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Constructed utility system.	Unit of Measure: Number of utility systems constructed
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5F: Construct Roads, Bridges and Tunnels

Program Area:	Construction
End Outcome Goal:	All goals where applicable, except SEO 4
Intermediate Outcome Strategy:	All strategies where applicable, except SIO 4.1 – 4.5
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

This activity **excludes construction of tribal roads, bridges or tunnels** which are covered under DOI activity V3.

Note: This activity is used for roads maintenance related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan, except the Intermediate Outcome Strategies under SEO 4: "Advance Quality Communities for Tribes and Alaska Natives."

Work Activity Description: This activity entails construction of new or expanded roads, bridges or tunnels that are not included as part of the construction of other facilities and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct roads, bridges or tunnels. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Lane miles constructed.	Unit of Measure: Number of lane miles constructed
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5G: Construct All Other Structures/Non-Buildings

Program Area:	Construction
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Capital Improvement** is the construction of a new facility, or the expansion or extension of an existing facility to accommodate a change of function or unmet programmatic needs. Methods of accomplishing Capital Improvements are:

- **New Construction:** The erection, installation, or assembly of a new facility.
- **Alteration** (for change of function, without expansion): Work to change the function of an existing facility or any of its components.
- **Expansion:** Increasing the capacity or size of a facility to serve needs different from, or significantly greater than, those originally intended.

Note: This activity is used for other structures/non-buildings construction work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan.

Work Activity Description: This activity entails construction of new or expanded facilities not already covered under another, separate DOI work activity, as well as landscaping and necessary appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to construct other structures/non-buildings. These costs include material, labor, contract services; project planning (including any site reviews, clearances and permits not previously completed), surveys, design, minor construction, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Constructed facilities.	Unit of Measure: Number of structures constructed
Inputs: Planned and funded construction projects/activities, labor, materials, equipment, contracts, facility review recommendations, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5H: Maintain All Other Structures/Non-Buildings

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

Note: This activity is used for structures/non-building maintenance work related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan. Code maintenance work here that does not support other facility type for which there is another, separate DOI work activity, e.g. buildings, dams, water conveyance facilities, utilities, etc.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing facilities not already covered under another, separate DOI work activity, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair these facilities. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Maintained facilities.	Unit of Measure: Number of structures maintained.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5K: Maintain Tunnels

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable, except SEO 4
Intermediate Outcome Strategy:	All strategies where applicable, except SIO 4.1 – 4.5
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

This activity **does not include maintenance of tribal tunnels**, which is covered under DOI work activity V3.

Note: This activity is used for tunnel maintenance related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan, except the Intermediate Outcome Strategies under SEO 4: "Advance Quality Communities for Tribes and Alaska Natives.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing tunnels and necessary appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair tunnels and necessary appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Maintained tunnel.	Unit of Measure: Number of tunnels maintained.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 5Z: Maintain Bridges

Program Area:	Maintenance
End Outcome Goal:	All goals where applicable, except SEO 4
Intermediate Outcome Strategy:	All strategies where applicable, except SIO 4.1 – 4.5
DOI Sub process:	4c – Provide facilities

Examples/Notes: **Maintenance** is the upkeep of constructed facilities and structures and capitalized equipment necessary to realize the originally anticipated useful life of the fixed assets. Methods of accomplishing Maintenance are:

1. **Annual Maintenance** is Maintenance performed to repair failures during the year in which they occur. Includes preventive and/or cyclic maintenance performed in the year in which it is scheduled to occur. Annual Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Preventive Maintenance:** Scheduled servicing; repairs; inspections; adjustments; and replacement of parts that result in fewer breakdowns and fewer premature replacements and achieve the expected life of facilities and equipment
- **Cyclic Maintenance:** Preventive maintenance activities that recur on a periodic and scheduled cycle of greater than 1 year.

2. **Deferred Maintenance** is Maintenance that was not performed when it should have been or when it was scheduled and which, therefore, was put off or delayed for a future period. This also includes work performed to correct facilities deficiencies where there is noncompliance to codes (e.g. life safety, ADA, OSHA, environmental, etc.) and other regulatory or Executive Order compliance requirements. Deferred Maintenance can be performed through:

- **Repair:** Work to restore a damaged, broken, or worn-out facility, facility component, or item of equipment to normal operating condition.
- **Rehabilitation** (without expansion or change of function): Renovation of an existing facility or any of its components in order to restore and/or extend the life of the facility.
- **Replacement:** Substitution or exchange of one existing facility, facility component, or item of equipment for another having the capacity to perform the same function.
- **Demolition:** Dismantling and removal, or surplus of a deteriorated or otherwise unneeded facility or item of equipment, including necessary clean-up work.

This activity **does not include maintenance of tribal bridges**, which is covered under DOI work activity V3.

Note: This activity is used for bridge maintenance related to any of the End Outcome Goals or Intermediate Outcome Strategies within DOI's Strategic Plan, except the Intermediate Outcome Strategies under SEO 4: "Advance Quality Communities for Tribes and Alaska Natives.

Work Activity Description: This activity entails performing maintenance or deferred maintenance on existing bridges and necessary appurtenances, and the use of a Facilities Management Systems (FMS) to ensure that data (including costs) accurately reflects the level(s) of work performed. This activity includes all types of work and effort to needed to maintain and repair bridges and necessary appurtenances. These costs include material, labor, contract services, project planning (including any site reviews, clearances and permits not previously completed), surveys, design, repair, rehabilitation, signage, accessibility retrofits and enhancements, energy conservation, inspections, corrective actions in response to facility audits, equipment rental, and contract supervision.

Output: Maintained facilities.	Unit of Measure: Number of bridges maintained.
Inputs: Planned and funded maintenance projects/activities, labor, materials, equipment, contracts, facility review recommendations, required preventative maintenance and replacement of deficient fixed equipment and installed facilities, congressional authorization/directive, decision document, customer requests needed for above activities.	Cost Drivers: Policies, identified maintenance requirements, regulations, requests, number of facilities and/or facility components generating maintenance, catastrophic events, condition assessments, geographic location and site conditions, cost of technology, contract negotiations, accessibility of site, size of project, non-reimbursable costs, labor availability and specialty, frequency of use, age of facilities, accessibility of features requiring repair, ability to interfere with required releases, size complexity of facilities.

System Interfaces: At present, information will be gathered from Time and Procurement reporting. In the future, this data will be gathered from Bureau Facilities Management Systems.

DOI Program Area Contact: Michael J. Kastle (OS/PAM)

DOI Work Activity 9L: Process Land Acquisitions

Program Area:	Lands
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	4e - Acquire or convey interests in land and water

Examples/Notes:

Work Activity Description: Includes all costs associated with resource data collection (e.g., NEPA, mineral reports, Section 106 compliance, Section 7 consultation, environmental site assessments (ESA) reports, local community considerations (planning), appraisals and appraisal reviews); preparation of Land and Water Conservation Fund (LWCF) funding requests; survey of property(ies); exchange agreements; collection and receipt of payments, etc.; land status checks, preparation and issuance of acquisition and patent and other conveyance documents; records notation; land classification preparation and publication; and other public notice documentation, protests and appeals, determination, collection and receipt of processing costs and equalization payments, management of ledger accounts, management approval of exchange proposals, issuance of patents, acceptance of title, et al.

Output: Acres of land or interests in land acquired	Unit of Measure: Number of acres acquired through purchase, exchange, donation or other appropriate means (e.g., legislative). Exchange acres disposed are counted under "Process Land Disposals".
Inputs:	Cost Drivers: Policies, regulations, requests, site specific issues (e.g., hazmat, cultural clearances required, level of public input, contracting costs, resolution of protests and appeals, closing costs, transfer fees, etc.

System Interfaces:

DOI Program Area Contact:

DOI Work Activity Q4: Manage Public Land Records

Program Area:	Lands
End Outcome Goal:	All goals where applicable
Intermediate Outcome Strategy:	All strategies where applicable
DOI Sub process:	1c - Manage data

Examples/Notes:

Work Activity Description: Public Land Records Management includes all costs associated with the creation, except cadastral survey plats and field notes and maintenance of Public Land Tenure Records. All costs required to provide public access to those records, and the management and docketing of those records, as well as all costs of posting these records to a website.

Includes managing cadastral and patent records, ANCSA 17(b) easement records, master title plats, legal land descriptions, archiving, scanning and microfilming. Also includes the work associated with the filing of the western states duplicate cadastral survey records.

Output: Public land tenure records	Unit of Measure: Number of patent records, master title and use plats, historical indices, or tract book records created or updated includes ANCSA 17(b) easement maps and 17(b) easement data base records. One township plat, one patent record, one historical index page, one track book page, one 17(b) easement map or the database for one 17(b) easement equates to one legal land description equates to one record. Count by record, the number of records created or updated to reflect a new action. There should be no count for record nominations to correct errors in manual or automated systems. The result would be double counting: once for the initial record notation, and a second time for the correction to make it right. There should be no count for providing certified copies of records.
Inputs:	Cost Drivers:

System Interfaces:

DOI Program Area Contact:

DOI Work Activity Y4: Collect and Disburse Mineral Revenues

Program Area:	Resource Use – Energy and Indian Trust
End Outcome Goal:	UEO 1 - ENERGY and SEO 3
Intermediate Outcome Strategy:	UIO 1.3 – Optimize Value through Effective Lease & Permit Management (73% of cost); SIO 3.3 – Improve Management of Land and Natural Resource Assets (27% of cost)
DOI Sub process:	3c - Provide technical assistance (includes grants)

Examples/Notes: This activity applies only to MMS

Work Activity Description: All costs associated with receipt and processing of Federal and Indian mineral revenues and reports. Processing revenues (rents, royalties and bonuses) includes processing payor-submitted reports, reconciling errors and processing receipts. Also includes disbursement of mineral revenues and related information to the U.S. Treasury and States.

Output: Disbursements to States and U.S. Treasury	Unit of Measure: Number of disbursements to U.S. Treasury and States
Inputs: Royalty, rent, and bonus payments and reports from companies; lessee information from BIA, BLM and MMS offshore program.	Cost Drivers: Receipt of Federal mineral revenues and reports.

System Interfaces:

DOI Program Area Contact: Jan Therkildsen (MMS)